

Planning and Zoning Director City of Manistee

The City of Manistee (population 6,226) is seeking candidates for the position of Planning and Zoning Director. The Planning and Zoning Director acts as the staff liaison to the Planning Commission, Historic District Commission and Zoning Board of Appeals.

The Planning and Zoning Director reports directly to the City Manager and is an integral member of the city administration's management team. The successful candidate shall be a demonstrated leader, possess excellent communication skills, have the ability to maintain and establish collaborative relationships in the community, have exceptional organizational and management skills, and a record of working well with the community and employees.

The position requires a bachelor's degree in urban/land use planning and five years' experience, or other combination of education and experience providing an equivalent level of expertise. Experience working with GIS strongly preferred.

The City offers a competitive salary range (\$59,603 – \$77,484) depending on qualifications and experience as well as an excellent benefit package. Additional information and a current job description are available at (www.manisteemi.gov).

Interested candidates should submit a cover letter, resume and five professional references to clokovich@manisteemi.gov or Cindy Lokovich, Executive Secretary, 70 Maple Street, Manistee, MI 49660 by 4:00 p.m. on Friday, August 24, 2018.

Manistee News Advocate
Michigan Municipal League
City Website
City Facebook Page

CITY OF MANISTEE JOB DESCRIPTION

JOB TITLE: **Planning & Zoning Administrator**

CLASSIFICATION: Exempt

SUPERVISED BY: City Manager

SUPERVISES: No Supervisory Responsibility

POSITION SUMMARY:

Under the general direction of the City Manager, manages and directs the planning and zoning activities of the City. Assists in economic development initiatives. Prepares and updates planning related studies and zoning ordinances. Writes and/or assists in grant proposals and administration.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as Planner for the City. Maintains and oversees updates to the comprehensive master plan that reflect the collective vision of the community. Conducts planning studies of City resources and physical surroundings. Identifies development trends and keeps abreast of land use laws and regulations.
2. Serves as Zoning Administrator for the City. Interprets zoning ordinances making decisions on all land use requests and/or violations occurring within the City. Monitors annual update of City's zoning map to check for compliance with applicable federal and state statutes.
3. Assists legal counsel on City codified ordinances and zoning ordinance updates.
4. Conducts review of various development applications including plats, permits, site plans, variance requests and re-zonings.
5. Conducts extensive research in specific or general project areas.
6. Writes and presents formal and technical reports, working papers, and correspondence.
7. Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.
8. Serves as liaison and advisor to the Planning Commission, Main Street, Historic District Commission, and Zoning Board of Appeals on land use issues. Attends meetings and coordinates efforts to promote commercial and industrial development.

9. Serves as Recording Secretary for the Planning Commission, Historic District Commission, Zoning Board of Appeals and Brownfield Redevelopment Authority. Prepares agenda, takes minutes and processes all paperwork and meeting packets, site plan reviews, permit requests, and public hearing requirements as needed.
10. Prepares annual budget for the Community Development Office and various boards and commissions.
11. Administrator of the City web page; maintains pages, develops application forms, uploads documents, reports and public hearing notices as needed.
12. Oversees the Rental Registration Program. Works with the designated city official, maintains web page for program, assists with developing documents for the program. Maintains electronic copies of files on Laserfiche.
13. Prepares GIS documents and reports for projects as needed.
14. Assists with grant writing and administration, reports and closeout paperwork.
15. Lead person for the Redevelopment Ready Communities Program. Files quarterly reports and follows requirements of the program and best practices needed for redevelopment.
16. Develops strategies to promote efficient land use consistent with community goals.
17. Keeps abreast of changing regulations and policies through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
18. Routinely attends evening meetings and occasional weekend meetings.
19. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Well-developed knowledge of planning principles and practices.
- Knowledge and familiarity with State enabling legislation for planning and zoning.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of effective writing techniques.
- Knowledge of or experience in community remediation and redevelopment, and knowledge of relevant Federal programs.

- Knowledge of software programs including Microsoft Office, website maintenance, GIS, Internet applications, and other specialized software.
- Oral communication and interpersonal skills to present research findings to various boards and commissions.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Group facilitation skills for use with community workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Bachelor's degree in urban/land use planning and five years' experience, or other combination of education and experience providing an equivalent level of expertise.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The Physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee frequently is required to travel to all types of property locations within and outside the City. The employee is occasionally required to access structures requiring the use of stairs, and to view and take measurements of property areas at varying heights and on different types of terrain. The employee must frequently lift and/or move items of light to moderate weights. The employee is frequently required to review and create written documents and drawings.

While performing the duties of this job, the employee regularly works in a business office setting and frequently works at various indoor and outdoor locations. The employee is occasionally exposed to outside weather conditions and various property environments that may expose the employee to loud noises, dust or airborne particles and fumes. The noise level in the work environment is usually quiet, and may become loud in field situations.

This description is intended to provide a summary of the type and level of work performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required of a person so classified.

APPLICATION FOR EMPLOYMENT



AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS - COMPLETE ALL SECTIONS:

Please print the requested information in the spaces provided below:

Date of Application: _____ Date available to begin work: _____
Month/Day/Year Month/Day/Year

PERSONAL INFORMATION

Form containing personal information fields: Last Name, First, Middle, Social Security Number, Street Address, Home Telephone, City, State, Zip Code, Cell Telephone, e-mail address, Emergency contact (Name, Address, Telephone Number), Age (Are you 18 years or older?), and Criminal Record (Have you ever been convicted of a crime?).

EMPLOYMENT DESIRED

Form containing employment desired fields: POSITION(S) APPLIED FOR, DEPARTMENT(S) (Police, Fire, Finance, Clerk, Water & Sewer, Public Works, Parks, Marina, Administration, Other), PAY/SALARY DESIRED, Kind of Work Sought (Full-time, Part-time, Seasonal), and a field for specifying days, hours or time of year sought.

EDUCATION

Applicants for certain positions may be required to provide transcripts:

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS COMPLETED	SUBJECTS STUDIED	DEGREES EARNED
High School				
College/University				
Vocational/Trade/Graduate School				

GENERAL

Do you have any special training, skills, qualifications, licenses, certifications or other experiences that relate to the position(s) applied for?

A current driver's license is required for positions which require the operation of any City vehicles/equipment. A license check will be conducted for application for positions requiring a current driver's license.

U.S. Military Service:

Branch of Service _____ From _____ To _____

Rank or Rating _____ Type of Discharge _____

PHYSICAL RECORD

Medical Examinations: In accordance with the provisions of the Americans with Disabilities Act, the City of Manistee may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination.

I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS:

I understand that as a condition of employment, **for positions requiring the operation of any City vehicles/equipment**, I may be required to take a pre-employment drug test for the illegal use of drugs, which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to the City of Manistee, or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the City of Manistee. I understand that if the results of any pre-employment drug tests are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the City of Manistee may be immediately terminated.

I agree not to commence any action or suit relating to my employment with the City more than six (6) months after the occurrence of the facts giving rise to the claim, whichever is earlier, and to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to such claim is less than six (6) months, I agree that the shorter statute of limitations shall apply"

Applicant's Signature: _____

FORMER EMPLOYERS

Please give an accurate, complete, full-time and part-time employment record. Start with present, or most recent employer. (List additional employers on a separate sheet, if necessary.)

PLEASE PRINT ALL INFORMATION

1.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

2.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

3.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

4.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

Have you ever been discharged or requested to resign any job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please explain circumstances _____		

Are you presently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

REFERENCES

Please give the names of three (3) persons, not related to you, whom you have known for over a year.

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN

SIGNATURE
(Read carefully before signing.)

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the City of Manistee has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the City of Manistee to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City of Manistee to release to the City of Manistee any information they have regarding me without providing written notice to me.
- I authorize the City of Manistee to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure; and I release the City of Manistee from any liability in connection with such use or disclosure.
- If I am hired by the City of Manistee, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the City of Manistee as they are from time to time changed, with or without notice to me.
- I also understand that the City may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the City. I further hereby release the individual or entity conducting the search, the City, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that criminal convictions may result in disqualification from employment with the City or in dismissal from employment if an offer of employment has been made and accepted.

Applicant's Signature: _____

Date: _____